

February 2, 2025, Office Administrator's Report

Concerns and Comments

I am concerned about communication (or lack of it). Sometimes I feel like I am floating in space just doing my job without much direction. I understand you need me to do that, but it's a little disconcerting. Perhaps when Rev. Rob is in place, an informational flow can be re-established. The slow time is over. I had some weeks with over 20 hours this month.

January's Activities:

- Generated new Timesheets for 2025 and shared with Joy and Megan.
- Generated Statements of Giving for 2024 incorporating a letter of thanks from the Board. Emailed statements out through Breeze. Mailed statements to those without email, and when requested. Have had no questions from congregants. Yay!
- With Megan Smock's injury, I had to fend for myself for a couple of weeks in getting all the information necessary for the Orders of Service. Mary Botts stepped in to fill that gap. At least we have gone back to "normal" services again.
- Our bookkeeper, Susan, lost her home in the Eaton fire. Her laptop is fine. Together we worked on the 1099s for 2024. She prepared them through QuickBooks on Jan 14. All evidence indicated that they were mailed out, yet none of the recipients had received them as of 1/28. I mailed them out ASAP just in case. I also mailed W2s, only to have them arrive directly from Paychex the next day. Better safe than sorry.
- The fire resulted in a last-minute Share the Plate and a collection of clothing and toiletries. Advertised the heck out of that and mailed the check on Jan 24.
- Calendarized and promoted a new End-of-life Journey class, creating marketing materials and sharing with several specific congregations. Created a Google form for registration and worked with Janice to update the website. (Thanks Janice)
- January is Certification time for UUA. I completed all the sections I was responsible for, and "helped" fill out the Financials page.
- Worked with Pat on inviting new people to the New to UUCF event next month. Printed out the packets and stuffed folders.
- Worked with the Board to announce Rev. Rob's contract signing. Special eblast sent. Created a new Board email address to handle comments and concerns.
- Promoted Guided Meditation, Tasty Tuesday, Adult and Family Circle Suppers with eblasts, and Facebook posts.
- Disabled Facebook comments for a while.
- Working with PSWR to book the courtyard for a luncheon on March 15. I have followed up several times but still have no answer.

Respectfully submitted,
Amy Styffe